

BIGFORK FIRE TRUSTEE

MEETING AGENDA

JULY 6th, 2016

- 1. General Public Comment**
- 2. Review/Approval of meeting minutes June 1st, 2016**
- 3. Review/Approval of Purchase Orders**
- 4. Review Reconciliation of Financial Statements and Bills Paid**
- 5. Fire Chief Report**
- 6. Old Business**
 1. Second Reading of SOG 128.30
 2. Second Reading of SOG 125.25
 3. Second Reading of SOG 123.00
 4. FY17 Budget and Capital Outlay-Revised with changes per last meeting and Additions (Action Item)
- 7. New Business**
 1. SOG 300.00 Amending SOG Procedures (Possible Action Item)
 2. Hiring EMT-P Full Time (Action Item)
 3. Recommend to Hire Part-time AEMT (Action Item)
 4. Amendment to the 457 Plan (Action Item)
 5. Handbook 32hr Full-Time Change (Action Item)
 6. Clarification to Access Bigfork Halls
 7. Discussion of Volunteer Hiring Process
- 8. General Public Comment**

Bigfork Fire District Trustee Meeting

July 6th, 2016

Trustees: Zack Anderson, Kristy Oster, Daniel Kidd (18:02 in)

Guest: Chief Mark Thiry, Jeremy Patton, Josh Cox, Cindy Norred, Chad Oster

General Public Comment: Welcome new Fire Chief Mark Thiry.

Review/Approval of Meeting Minutes June 1st, 2016: Daniel Kidd (1st) Kristy Oster (2nd) all in favor, no opposed

Review/Approval of Purchase Orders: None

Review Reconciliation of Financial Statements and Bills Paid.

- Profit and Loss/Balance Sheet: No questions
- Expense by Vendor: Questions on the \$750.00, memo replacement of ladder. Explained ladder had been damaged on a fire call and was replaced. Questions on the work on 325, explained that tires had been worn and had to replace shocks. Questions on the sweatshirts purchase for Brodie and Dan. Explained that they were a heavier sweatshirt that responders get that has our name on them. They are only issued one after probation.

Fire Chief Report: See attached report

Old Business

1. Second Reading of SOG 128.30 with no changes or comment.
2. Second Reading of SOG 125.25 with no changes or comment.
3. Second Reading of SOG 123.00 adding in purchases over fifty dollars (\$50.00).
4. FY17 Budget and Capital Outlay-Revised with changes per last meeting and additions- Approved with cash carry over to be what account is after reconciliation with the county fund Kristy Oster(1st) Daniel Kidd (2nd) all in favor, no opposed

New Business

1. SOG 300.00 Amending SOG Procedures: No action on this item taken. Move to agenda August 3rd 2016
2. Hiring EMT-P Full Time: Hiring Raul Brown for a full time Firefighter/Paramedic. Daniel Kidd(1st) Kristy Oster(2nd) all in favor, no opposed



3. Recommend to Hire Part-time AEMT: Removed from Agenda. No action taken.
4. Amendment to the 457 Plan: Amendment to change the signer on our retirement account from Lee Leivo to Zack Anderson, Daniel Kidd(1st) Kristy Oster(2nd) all in favor, no opposed
5. Handbook 32hr Full-Time Change: No action on this item taken. Move to agenda August 3rd 2016
6. Clarification to Access Bigfork Halls: Discussion on access to the halls. Limited times possible. Board will leave up to Chief Mark Thiry to come up with plan and security for halls.
7. Discussion of Volunteer Hiring Process: No discussion. Move to agenda August 3rd 2016

General Public Comment: Add dates to the agenda at the bottom for upcoming meetings and times.

Motion to adjourn: Kristy Oster (1st) Daniel Kidd (2nd) all in favor, no opposed all in favor, no opposed

Meeting adjourned at: 18:44

Minutes Approved:

Chairman

Recorder

Bigfork Fire District Board of Trustees Meeting

Attendance Sheet for

July 6th, 2016

Signature

Last Name

First Name

[Signature]
David Kidd

Anderson

Zack

Chairman

Kidd

Daniel

Vice-Chairman

Sliter

Andrew

Secretary/Treasurer

Kristy Oster

Oster

Kristy

Trustee

Trustee

Mark Thiry

Thiry

Mark

Interim Chief

Jeremy Patton

Guest

Chad Oster

Chad Oster

Guest

Sasha Cox

Sasha Cox

Guest

Cindy Norrco

Cindy Norrco

Guest

Guest

Guest

Guest

Guest

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Guest

Guest

Bigfork Fire District Trustee Meeting

June 1st, 2016

Trustees: Zack Anderson, Kristy Oster, Dan Kidd (phone), Andrew Sliter

Guest: Jeremy Patton (Interim Chief), Cindy Norred, Brodie Verworn, James Brower, Josh Cox

Opened at 17:30

General Public Comment: James Brower Training Coordinator from Flathead County FSA/EMS presented picture signed by the students from the Fire Fighter Academy 2016, Thanking Bigfork for using the training tower.

Fire Dept. Association report: The membership decided to no longer have a fund or meetings that they will be taking notes at. There have been no by-laws to follow and the department is becoming more paid staff than volunteer. The department will have membership meetings every two months to keep up with communication with all members of the department. Chief will have a report for that.

Review/Approval of Meeting Minutes May 4th, 2016: (Kristy Oster 1st, Dan Kidd 2nd) all in favor, no opposed

Review/Approval of Purchase Orders: None

Review Reconciliation of Financial Statements and Bills Paid.

- Profit and Loss/Balance Sheet:
Question by Dan Kidd as to why the A/R was not on the balance sheet. Explained by Cindy Norred that the auditor wants it this way as to cash in and cash out, budgeting. A/Rs and Liabilities like the ladder truck is to be tracked separate, but are to be along with the balance sheet and P/L.
- Expense by Vendor:
Question by Kristy Oster on EMC where 6 added to roster in notes. Explained that they go by what we have on roster for renewal and we have 6 more than last year at this time. Estimated since we change each month.

Fire Chief Report: See attached report(s) Jeremy Patton will be attending training (Montana Fire Alliance Conference) June 9th, 10th and 11th at Fairmont Hotsprings

Old Business

1. Revised Handbook & SOG 261.00 attached copy for board
2. FY17 Budget and Capital Outlay-Moved to New Business.
3. Health Insurance Review:
Board agreed to go with the higher deductible plan (\$2600.00 plan) and starting the plan with \$1,000.00 into each employee HSA, matching up to \$25.00 per pay period and \$500.00 into each employee HSA every January and also agreed to rewrite the plan to renew each January 1st of each year. This is for the full time employee. Dan Kidd 1st, Kristy Oster 2nd all in favor, no opposed

New Business

1. Accept Letter of resignation from Assistant Chief Borges:
Dan Kidd 1st, Kristy Oster 2nd all in favor, no opposed

2. Pintler Billing Addendum for Billing Services attached, board agreed to the increase to 8%, Zack Anderson will sign agreement.
3. First Reading SOG128.30: Changing reimbursement for boots, wildland PPE. Andrew Sliter suggested changing "asked" to "required" regarding refund of reimbursement. Going to leave for new fire chief to address reimbursement for boots.
Discussion on SOGs having to come to the board for review. Change of operations, it takes almost 4 months having to bring to board for 1st, 2nd, 3rd readings for approval. Zack Anderson would like it to stay that way.
4. First Reading SOG125.25: Change discrepancy in guidelines for shifts for 12 and 24 hour shifts
5. First Reading SOG123.00: Change line item e) Private Donations shall be used for general operation budget unless earmarked by the donor for a specific purpose and added line 5. District property tracking misc. small tools and equipment over \$1000.00 but less than \$5000.00.
6. Budget and Capital Outlay FY17: Added line item for misc. tools and small equipment, wage changes increase with new fire chief and temp employee. Accept budget with the billing income at the \$270,000.00 with the change of health insurance plan as stated old business line 3 and cash carry over as to reconciled June 30th 2016, taxes entered from the county. Capital outlay took off printers and bumped the office supplies line item up for new small printers or leasing printers for FY17.
Dan Kidd 1st, Kristy Oster 2nd all in favor, no opposed
7. Hiring of Fire Chief Pending His Compliance of Department SOG 250.00:
Dan Kidd 1st, Kristy Oster 2nd Zack Anderson in favor, Andrew Sliter abstained.
8. Hiring EMT-P Raul Brown for part time paramedic.
Dan Kidd 1st, Kristy Oster 2nd all in favor, no opposed
9. Hiring Jeremy Patton for Administrative Advisor-Temp Employee for 12 months at \$15.00 per hour.
Dan Kidd 1st, Kristy Oster 2nd all in favor, no opposed
10. Reorganization of the board:
Zack Anderson Chairman, Dan Kidd Vice Chairman, Andrew Sliter Secretary all in favor, no opposed.

General Public Comment: None

Motion to adjourn Kristy Oster 1st, Dan Kidd 2nd all in favor, no opposed

Meeting adjourned at: 18:08

Minutes Approved: _____

BIGFORK FIRE DEPARTMENT
 Originated by Cindy Harrell
 JUL 06 2016
 Approved By _____
 Chief M. [Signature] Date 7/5/2016
 Trustee Z.A. Date _____

Bigfork Fire District
Balance Sheet
As of May 31, 2016

	May 31, 16
ASSETS	
Current Assets	
Checking/Savings	
101000 · CASH ALL FUNDS	
1010012 · FUND#7254-Apparatus Fund-County	30,066.11
1010001 · GENERAL FUND	
1010011 · General-Glacier Bank - County	480,093.44
Total 1010001 · GENERAL FUND	480,093.44
1020000 · RESTRICTED CASH	
1020003 · Ralph Barton Trust Fund-Flathead	31,625.08
Total 1020000 · RESTRICTED CASH	31,625.08
Total 101000 · CASH ALL FUNDS	541,784.63
Total Checking/Savings	541,784.63
Total Current Assets	541,784.63
TOTAL ASSETS	541,784.63
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
206130 · ACCRUED PAYROLL PAYABLE	
2061321 · Payroll - UI	-92.03
Total 206130 · ACCRUED PAYROLL PAYABLE	-92.03
Total Other Current Liabilities	-92.03
Total Current Liabilities	-92.03
Total Liabilities	-92.03
Equity	
270000 · OPENING BAL	30,000.00
271000 · Retained Earnings	-1,470,641.55
1 · General fund	107,692.33
2 · Fire Dept Contribution Fund	11,938.14
3 · Ralph Barton Trust Fund	33,848.21
9500 · GFAAG ACCOUNT GROUP	
9501 · Restatement	10,198.99
9500 · GFAAG ACCOUNT GROUP - Other	1,879,303.88
Total 9500 · GFAAG ACCOUNT GROUP	1,889,502.87
Net Income	-60,463.34
Total Equity	541,876.66
TOTAL LIABILITIES & EQUITY	541,784.63

BIGFORK FIRE DEPARTMENT
Originated by Cindy Norred

JUL 06 2016

Approved By
Chief M. [Signature] Date 7/5/2016
Trustee [Signature] Date _____

Bigfork Fire District

Refinance 342 Ladder Truck----2393-01

Total Loan Commitment: \$602,144.99

Final Payment: 02/15/2022

of payments: 20 Date of this Draw: 01/27/2012 Date of Agreement: 01/27/2012



Payment Due	Interest Rate	#Days Due	Interest Payment	Principal Payment	Ex princ pd	Loan Balance	Total Amount of Payment	Year
BEGINNING BALANCE*						\$602,144.99		
2/15/2012	1.95%	19	\$611.22			\$602,144.99		
8/15/2012	1.25%	182	\$3,742.84	\$99,257.16		\$502,887.83	\$103,611.22	
2/15/2013	1.25%	184	\$3,160.22	\$44,728.56		\$458,159.27	\$47,888.78	
8/15/2013	1.00%	181	\$2,271.97	\$47,728.03		\$410,431.24	\$50,000.00	
2/15/2014	1.00%	184	\$2,069.02	\$47,930.98		\$362,500.26	\$50,000.00	
8/15/2014	1.00%	181	\$1,797.60	\$48,202.40		\$314,297.86	\$50,000.00	
2/15/2015	1.00%	184	\$1,584.41	\$48,415.59		\$265,882.27	\$50,000.01	June 30th 2015-Balance
8/15/2015	1.25%	181	\$1,648.11	\$17,603.68	\$30,748.21	\$217,530.38	\$50,000.00	FY16
2/15/2016	1.25%	184	\$1,370.74	\$17,730.22	\$30,899.04	\$168,901.12	\$50,000.00	FY16
8/15/2016	1.55%	182	\$1,301.83	\$13,109.72	\$35,588.45	\$120,202.95	\$50,000.00	FY17-planned Payment
2/15/2017	1.55%	184	\$1,213.98	\$13,217.65	\$35,568.37	\$71,416.93	\$50,000.00	FY17-planned Payment
8/15/2017	0.00%	181	\$0.00	\$13,369.49	\$36,630.51	\$21,416.93	\$50,000.00	FY18-planned Payment
2/15/2018	0.00%	184	\$0.00	\$13,474.17	\$7,942.76	\$0.00	\$21,416.93	FY18-planned Payment
8/15/2018	0.00%	181	\$0.00			\$0.00		
2/15/2019	0.00%	184	\$0.00			\$0.00		
8/15/2019	0.00%	181	\$0.00			\$0.00		
2/15/2020	0.00%	184	\$0.00			\$0.00		
8/15/2020	0.00%	182	\$0.00			\$0.00		
2/15/2021	0.00%	184	\$0.00			\$0.00		
8/15/2021	0.00%	181	\$0.00			\$0.00		
2/15/2022	0.00%	184	\$0.00			\$0.00		

BIGFORK FIRE DEPARTMENT

Originated by Cindy Norred

JUL 06 2016

Approved By

Chief Mandy Cho Date 7/5/2017

Trustee ZA Date

Pintler Billing Services

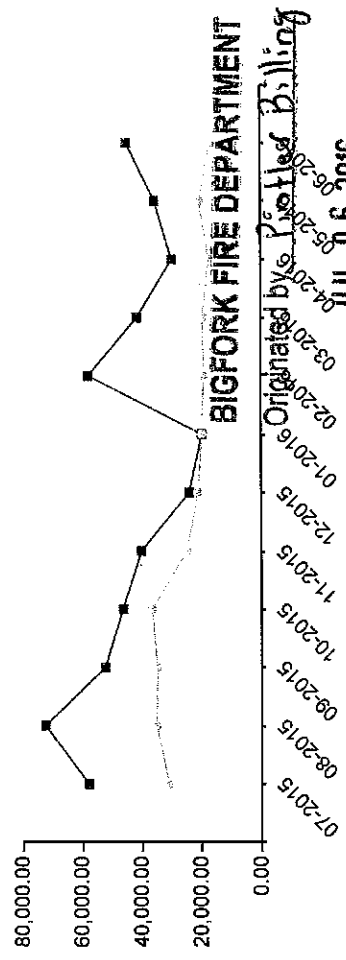
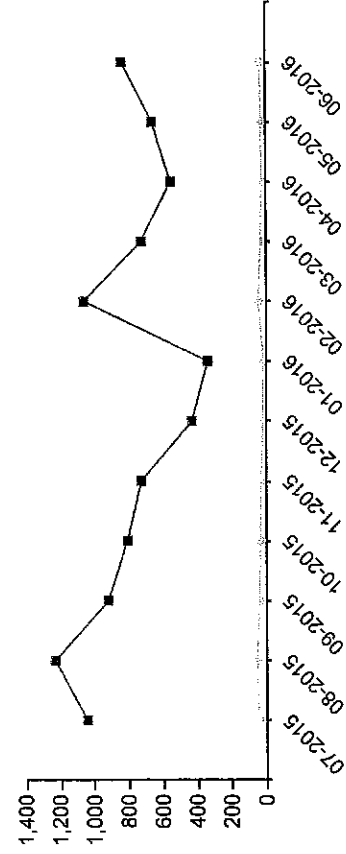
Last Processed: 7/3/2016

Enterprise Executive Summary Dashboard by Post Date

Bigfork Fire District

June 2016

Account Period	Volume		Charges			Collection Rates			Accounts Receivable		
	Patients	Procedures	Gross	Adjustments	Net	Payments	*GCR	*NCR	Ending AR	AR Days 3 months	% AR over 120
July 2015	45	1,044	\$57,643	\$17,486	\$40,157	\$30,727	56%	91.4%	\$171,062	0	0.0%
August 2015	56	1,233	72,213	21,775	50,438	34,656	57%	92.7%	186,844	1	0.0%
September 2015	42	922	52,040	24,512	27,528	34,438	58%	91.6%	179,934	0	0.0%
October 2015	37	809	46,060	14,700	31,360	36,202	56%	92.2%	175,091	0	0.0%
November 2015	33	729	39,754	19,871	19,882	24,444	54%	89.5%	170,530	(1)	0.0%
December 2015	19	431	23,637	14,461	9,175	20,843	54%	88.4%	158,862	(1)	0.0%
January 2016	16	337	19,368	10,800	8,568	19,362	52%	86.8%	148,068	(2)	0.0%
February 2016	45	1,064	57,653	16,404	41,249	18,771	50%	85.2%	170,546	(3)	0.0%
March 2016	32	727	41,166	15,934	25,232	19,032	47%	81.0%	176,746	(2)	0.0%
April 2016	24	552	29,319	12,718	16,600	17,097	47%	79.0%	176,250	(2)	0.0%
May 2016	28	660	35,146	15,981	19,165	20,147	48%	78.8%	175,268	(2)	67.4%
June 2016	35	838	44,656	11,322	33,334	16,473	37%	67.1%	192,129	(2)	65.7%
12 Months Total	412	9,346	518,653	195,965	322,688	292,191					
12 Months Avg	34	779	43,221	16,330	26,891	24,349	51%	85%	173,444	(1)	67%
Previous 12 Months Avg	36	764	44,240	16,073	28,167	23,785	56%	94%	139,036	1	0%
Variance	-3%	2%	-2%	2%	-5%	2%	-4%	-8%	25%	-217%	67%



BIGFORK FIRE DEPARTMENT

Originated by: Pintler Billing
 JUL 06 2016
 06-2016
 05-2016
 04-2016
 03-2016
 02-2016
 01-2016
 12-2015
 11-2015
 10-2015
 09-2015
 08-2015
 07-2015

Charges Collections

Approved By: Chief McIntosh Date: 7/3/2016
 Trustee: JA Date: 7/3/2016

* Numbers reflects 6 month average values

7/5/2016 9:49:57 AM

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BIGFORK FIRE DISTRICT-Ending May 31st 2016-EMS & Fire Billing Receivables-PINTLER BILLING

	APRIL AGING BALANCE 2016	CHARGES	PAYMENTS	Additional Income for insurance not paying on time??	REFUNDS	ADJUSTMENTS MEDICARE, MEDICAID, Write Offs Etc.	ASSIGNED TO COLLECTIONS	BACK FROM COLLECTIONS	MAY AGING BALANCE 2016	Difference	Pintler Reports A/R
AMBULANCE	\$87,364.77	\$35,146.05	\$20,146.51			\$15,958.67	\$5,940.29	\$1,809.00	\$87,324.35	\$17,438.45	\$64,835.90
FIRE	\$5,050.00								\$5,050.00	\$2,750.00	\$2,300.00
TOTAL	\$92,414.77	\$35,146.05	\$20,146.51	\$0.00	\$0.00	\$15,958.67	\$5,940.29	\$1,809.00	\$87,324.35	\$20,188.45	\$67,135.90

* New Software(Report attached) \$175,388.66-\$97314.35=\$82754.11031 more in A/R than our report using old software reports from Pintler

BIGFORK FIRE DISTRICT-Ending May 31st 2016-Collection Receivables-CENTRON/PINTLER BILLING

	APRIL AGING BALANCE 2016	ASSIGNED TO CENTRON	COLLECTION PAYMENTS	COMMISSIONS ADJUSTMENTS	BACK TO PINTLER	CLOSED ACCOUNTS	MAY AGING BALANCE 2016
#004476							
COLLECTION RECEIVABLES	\$82,700.00	\$5,940.29			\$1,809.00	\$3,004.29	\$83,827.00

BIGFORK FIRE DISTRICT-Ending May 31st 2016-Collection Receivables-CENTRON/BIGFORK AMBULANCE OLD

	APRIL AGING BALANCE 2016	COLLECTION PAYMENTS Received	COMMISSIONS ADJUSTMENTS	CLOSED ACCOUNTS	MAY AGING BALANCE 2016
#004472					
BIGFORK AMBULANCE COLLECTION RECEIVABLES	\$13,465.00	\$86.24	\$70.57	\$1,649.19	\$11,659.00

TOTAL AGING RECEIVABLES	\$182,810.35
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BIGFORK FIRE DEPARTMENT

Originated by Cindy Norred

JUL 06 2016

Approved By [Signature] Date 7/6/2016
 Chief [Signature] Date 7/6/2016
 Trustee [Signature] Date 7/6/2016

June 20, 2016

Bigfork Fire District
810 Grand Drive
Bigfork, MT 59911

RE: Fiscal Year End Reports/Accounts Receivables Reports

Dear Bigfork Fire District Board and Officers:

First, welcome to Chief Thiry! We look forward to working with you in the years to come. Also, we would like to express our appreciation for the work you and your crew members do in the community. It is truly an honor to work with such a professional service, and we are proud to be a part of what keeps you thriving!

Secondly, as you are probably aware, Cindy and I have been working on balancing the A/R reports for roughly a year. In June of last year, when she assumed some additional office duties, she discovered that the reports we were sending were not being balanced upon receipt. As Cindy and I began to work on accomplishing that, we discovered a flaw in the A/R reporting module of the billing software we use here at Pintler Billing Services. To say this caused me alarm is an understatement, and after many hours of research, reviewing reports with a fine-tune comb with our software IT department, and talking with other users of the same software, I decided to purchase a new software for reporting purposes. This high-powered program works with the raw data in our system to dive deep and pull out all the numbers necessary to perform A/R calculations now, and even at any date in the past.

Using this new, powerful program, we ran an A/R report showing Accounts Receivables from the beginning of the use of this software (2012). The result is an accurate, month-by-month accounting of all activity, tracking charges, payments, and adjustments, as well as A/R. I owe Cindy a debt of gratitude for her perseverance in making the reports balance, and in her patience for reviewing these reports together countless times. The end result is that we are now on track and that we have reports that balance. Going forward we will be using this reporting tool to ensure we are balanced each month.

Thank you for your continued business, and for giving us an opportunity to serve you. Please let us know if you have any questions.

Sincerely,

Leslie Graves
Pintler Billing Services

BIGFORK FIRE DEPARTMENT
Originated by Leslie Graves

JUL 06 2016

Approved By _____
Chief M. Thiry Date 7/5/2016
Trustee J. Thiry Date _____

Subject: AR Report as of 6/8/16
From: "Leslie Graves" <leslie@pintlerbillingservices.com>
Date: 6/20/2016 2:53 PM
To: "Cindy Norred" <cnorred@bigforkfire.com>

Hi Cindy,

I'm not sure if I sent this already, so I'm attaching it again. I've highlighted the line showing June 2015, which is when we started trying to match up A/R balances. As you can see this is different than the beginning A/R number we used back then, and so it's understandable that we could never balance by using it as a starting point! I think that we are good to go now; please let me know if your board needs any additional information or would like me to come review this with them.

Thank you!

Leslie Graves, Owner
Pintler Billing Services
PO Box 2458
Eureka, MT 59917
(406)889-5882

The contents of this email may be confidential and protected by federal privacy and HIPAA laws. If you have received this email and you are not the intended recipient please discard it in its entirety immediately.

[Click here](#) to securely send me files.

--- Attachments: -----

Bigfork AR by Post Date 20160608.pdf 21.8 KB

BIGFORK FIRE DEPARTMENT
Originated by Leslie Graves

JUL 06 2016

Approved By
Chief M. J. [Signature] Date 7/6/2016
Trustee Z. H. [Signature] Date _____

	Bigfork Fire District	Bigfork Fire District	Bigfork Fire District	Bigfork Fire District
Month	Gross Charges	Payments	Adjustments	AR Balance (Ending AR)
06-2016		2,472.15	2,405.52	170,391.99
05-2016	35,146.05	20,146.51	15,981.17	175,269.66
04-2016	29,318.70	17,097.08	12,718.37	176,251.29
03-2016	41,167.85	19,031.72	15,933.82	176,748.04
02-2016	57,652.90	18,771.34	16,404.29	170,545.73
01-2016	19,367.95	19,361.59	10,799.89	148,068.46
12-2015	23,636.80	20,843.20	14,461.42	158,861.99
11-2015	39,753.50	24,443.99	19,871.13	170,529.81
10-2015	46,059.65	36,202.14	14,699.96	175,091.43
09-2015	52,040.19	34,438.17	24,511.86	179,933.88
08-2015	72,213.05	34,655.72	21,775.42	186,843.72
07-2015	57,642.55	30,726.93	17,485.73	171,061.81
06-2015	50,912.05	46,684.73	25,793.73	161,631.92
05-2015	58,197.90	25,569.75	16,202.94	183,198.33
04-2015	69,979.85	17,517.24	10,836.36	166,773.12
03-2015	25,014.95	20,939.10	14,780.25	125,146.87
02-2015	32,016.45	16,460.67	14,673.27	135,851.27
01-2015	33,763.50	23,914.21	16,829.35	134,968.76
12-2014	35,542.80	21,374.96	16,055.36	141,948.82
11-2014	44,061.75	24,766.87	13,816.23	143,836.34
10-2014	52,652.30	27,598.42	20,447.41	138,357.69
09-2014	53,398.50	26,761.57	21,521.50	133,751.22
08-2014	47,999.05	13,783.80	9,764.82	128,635.79
07-2014	33,711.15	22,244.38	16,464.56	104,185.36
06-2014	37,869.25	21,584.29	11,764.48	109,183.15
05-2014	26,359.75	18,634.46	16,036.81	104,662.67
04-2014	50,299.00	21,798.39	17,727.39	112,974.19
03-2014	28,585.10	17,401.48	20,329.75	102,200.97
02-2014	33,336.70	27,400.65	15,709.07	111,347.10
01-2014	53,898.95	19,445.15	13,649.30	121,120.12
12-2013	35,549.25	27,353.85	13,374.46	100,315.62
11-2013	29,066.30	19,272.45	9,243.79	105,494.68
10-2013	52,207.20	38,831.47	24,105.49	104,944.62
09-2013	67,657.75	26,998.86	22,978.51	115,674.38
08-2013	33,457.45	22,725.00	19,304.58	97,994.00
07-2013	67,647.05	23,253.02	16,861.42	106,566.13
06-2013	44,534.50	17,408.75	14,547.80	79,033.52
05-2013	20,887.60	21,069.31	16,099.21	66,455.57
04-2013	34,180.70	15,100.77	8,966.07	82,736.49
03-2013	33,350.22	18,923.54	15,420.69	72,622.63
02-2013	33,787.15	19,252.40	10,116.95	73,616.64
01-2013	47,858.98	29,916.40	18,861.55	69,198.84

	Bigfork Fire District	Bigfork Fire District	Bigfork Fire District	Bigfork Fire District
Month	Gross Charges	Payments	Adjustments	AR Balance (Ending AR)
12-2012	20,960.04	15,597.21	9,451.97	70,117.81
11-2012	51,772.00	31,661.67	19,696.03	74,206.95
10-2012	56,523.90	30,540.81	15,587.37	73,792.65
09-2012	39,603.15	7,472.66	3,893.37	63,396.93
08-2012	38,152.15	1,927.43	1,064.91	35,159.81
Rollup	1,948,793.58	1,059,376.26	719,025.33	

BIGFORK FIRE DEPARTMENT

Originated by Leslie Graves

JUL 06 2016

Approved By
 Chief M. J. [Signature] Date 7/5/2016
 Trustee [Signature] Date _____

Bigfork Fire District
Profit & Loss Budget vs. Actual
July 2015 through May 2016

	<u>Jul '15 - M...</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
31 · TAXES/ASSESSMENTS			
310005 · EMS Levy Lake County	1,250.00	2,500.00	50.0%
310001 · Flathead County Taxes	255,828.12	299,412.00	85.4%
310002 · Lake County Taxes	73,584.36	89,846.00	81.9%
310004 · EMS Levy Flathead County	17,726.00	27,000.00	65.7%
Total 31 · TAXES/ASSESSMENTS	348,388.48	418,758.00	83.2%
33 · INTERGOVERNMENTAL			
335230 · Entitlement	21,563.01	35,224.00	61.2%
335050 · State Ins. Yearly Refund	300.00	300.00	100.0%
337000 · Income - Local Grants	863.00	0.00	100.0%
Total 33 · INTERGOVERNMENTAL	22,726.01	35,524.00	64.0%
34 · CHARGES FOR SERVICES			
342056 · EMS Mutual Aid Income	150.00	0.00	100.0%
342055 · EMS Billing Income	275,225.32	225,000.00	122.3%
342054 · EMS Class Income	1,400.00	0.00	100.0%
342020 · FIRE PROTECTION			
342021 · Fire District Billing	2,190.00	5,000.00	43.8%
342022 · Contract Services-Wildfires	13,678.31		
Total 342020 · FIRE PROTECTION	15,868.31	5,000.00	317.4%
Total 34 · CHARGES FOR SERVICES	292,643.63	230,000.00	127.2%
36 · MISCELLANEOUS			
365015 · District Donations	5,010.00	3,500.00	143.1%
365010 · Reflective Sign Orders	260.00	0.00	100.0%
365008 · FOBF Donations	0.00	0.00	0.0%
362015 · Refunds	11,421.39	0.00	100.0%
362000 · Tshirt & Hat Sales	1,699.95	0.00	100.0%
362002 · Pop Machine	345.90	0.00	100.0%
362004 · Miscellaneous Income	1,259.68		
362006 · Reimbursements	125.00		
362007 · Other Income -General	0.00	500.00	0.0%
362012 · Savings Interest	0.04	0.00	100.0%
365000 · Membership Donations	6,915.00	6,500.00	106.4%
365001 · Memorial Donations	1,810.00	0.00	100.0%
36 · MISCELLANEOUS - Other	0.00		
Total 36 · MISCELLANEOUS	28,846.96	10,500.00	274.7%
37 · INVESTMENT & ROYALTY EARNINGS			
371009 · Insurance Claim Payment	0.00	0.00	0.0%
371002 · Insurance Dividends	0.00	300.00	0.0%
371003 · Interest Income	3,241.69	4,500.00	72.0%
371007 · Interest Income - Trust	95.37	0.00	100.0%
Total 37 · INVESTMENT & ROYALTY EARNINGS	3,337.06	4,800.00	69.5%
Total Income	695,942.14	699,582.00	99.5%
Expense			
420000 · PUBLIC SAFETY			

Bigfork Fire District
Profit & Loss Budget vs. Actual
July 2015 through May 2016

	<u>Jul '15 - M...</u>	<u>Budget</u>	<u>% of Budget</u>
420700 · EMERGENCY SERVICES			
420710 · ADMINISTRATION			
300-2 · PURCHASED SERVICES			
390-3 · Mutual Aid Ambulance Service	600.00	600.00	100.0%
390-2 · Billing Service Refunds	3,169.58	6,000.00	52.8%
390-1 · Billing Service Fees	22,393.10	18,400.00	121.7%
360-2 · Ambulance Equipment Maintenance	23,728.33	25,000.00	94.9%
Total 300-2 · PURCHASED SERVICES	<u>49,891.01</u>	<u>50,000.00</u>	<u>99.8%</u>
200-2 · SUPPLIES			
220-2 · Medical Supplies	17,413.19	18,000.00	96.7%
231-2 · Fuel for Ambulance	6,087.51	11,000.00	55.3%
226-2 · EMS Personnel Supplies PPE	1,500.02	3,000.00	50.0%
Total 200-2 · SUPPLIES	<u>25,000.72</u>	<u>32,000.00</u>	<u>78.1%</u>
Total 420710 · ADMINISTRATION	<u>74,891.73</u>	<u>82,000.00</u>	<u>91.3%</u>
Total 420700 · EMERGENCY SERVICES	<u>74,891.73</u>	<u>82,000.00</u>	<u>91.3%</u>
420400 · FIRE PROTECTION & CONTROL			
420410 · ADMINISTRATION			
100 · PERSONNEL SERVICES			
110-1 · Salary & Wage Expenses	279,606.30	323,000.00	86.6%
130-4 · Retirement - Employer	4,151.49	12,000.00	34.6%
140-1 · Medical Insurance-Employer	25,970.18	46,200.00	56.2%
140-2 · Unemployment expense	976.91	2,000.00	48.8%
140-3 · Workmans Comp-State Fund	23,285.11	25,000.00	93.1%
140-4 · Comp FICA-MED & SS	21,401.45	23,000.00	93.0%
Total 100 · PERSONNEL SERVICES	<u>355,391.44</u>	<u>431,200.00</u>	<u>82.4%</u>
200-1 · SUPPLIES			
224-1 · Rehabilitation Expense	491.15	750.00	65.5%
220-1 · Operating Station Supplies	5,518.41	8,000.00	69.0%
210-1 · Office Expenses	9,847.37	13,000.00	75.7%
216-1 · Donations/Gifts	0.00	100.00	0.0%
223-1 · Membership Expenses	8,223.10	6,500.00	126.5%
226-1 · FIRE Personnel Supplies PPE	4,002.83	10,500.00	38.1%
231-1 · Fuel for Apparatus	6,348.22	8,500.00	74.7%
Total 200-1 · SUPPLIES	<u>34,431.08</u>	<u>47,350.00</u>	<u>72.7%</u>
300-1 · PURCHASED SERVICES			
340-2 · Propane	1,549.39	3,500.00	44.3%
331-1 · Real Estate/Landfill Taxes	264.01	100.00	264.0%
360-1 · Fire Equipment Maintenance	18,034.64	25,000.00	72.1%
310-1 · Radio Services	3,798.15	6,000.00	63.3%
335-1 · Merchant Bank Fees	909.26	1,500.00	60.6%
340-1 · Utilities	11,868.44	13,000.00	91.3%
345-1 · Telephone & DSL	4,193.60	6,000.00	69.9%
351-1 · Health & Wellness	3,781.17	9,000.00	42.0%
352-1 · Legal Services	0.00	0.00	0.0%
353-1 · Accounting & Auditing	1,170.00	10,000.00	11.7%
357-1 · Background Checks	969.17	1,000.00	96.9%

Bigfork Fire District
Profit & Loss Budget vs. Actual
July 2015 through May 2016

	<u>Jul '15 - M...</u>	<u>Budget</u>	<u>% of Budget</u>
Total 300-1 · PURCHASED SERVICES	46,537.83	75,100.00	62.0%
500 · FIXED CHARGES			
513-1 · General Liability Insurance	22,266.00	19,535.00	114.0%
Total 500 · FIXED CHARGES	22,266.00	19,535.00	114.0%
900-1 · CAPITAL OUTLAY			
940-3 · CIP-Apparatus Fund #7254	30,000.00	30,000.00	100.0%
940-2 · New Ambulance	154.00	0.00	100.0%
920-2 · Building Improvements	68,294.80	87,500.00	78.1%
940-1 · Machinery & Equipment	0.00	42,500.00	0.0%
Total 900-1 · CAPITAL OUTLAY	98,448.80	160,000.00	61.5%
Total 420410 · ADMINISTRATION	557,075.15	733,185.00	76.0%
Total 420400 · FIRE PROTECTION & CONTROL	557,075.15	733,185.00	76.0%
420430 · PERSONNEL TRAINING			
380-1 · Training	5,523.81	7,000.00	78.9%
Total 420430 · PERSONNEL TRAINING	5,523.81	7,000.00	78.9%
420440 · FIRE PREVENTION			
210-5 · Fire Prevention Supplies	1,945.19	3,500.00	55.6%
110-2 · Salary & Wages	0.00		
Total 420440 · FIRE PREVENTION	1,945.19	3,500.00	55.6%
420460 · FIRE SUPPRESSION			
100-1 · Volunteer Stipend			
105-1 · Pay Per Call/On Call Stipend	16,638.15	15,000.00	110.9%
Total 100-1 · Volunteer Stipend	16,638.15	15,000.00	110.9%
205-1 · Recruiting	331.45	500.00	66.3%
Total 420460 · FIRE SUPPRESSION	16,969.60	15,500.00	109.5%
Total 420000 · PUBLIC SAFETY	656,405.48	841,185.00	78.0%
420490 · DEBT SERVICE			
600 · DEBT SERVICE			
620-2 · Interest of LTD-342 Loan	3,018.85	3,212.61	94.0%
610-2 · Principal of LTD-342 Loan	96,981.15	96,787.39	100.2%
Total 600 · DEBT SERVICE	100,000.00	100,000.00	100.0%
Total 420490 · DEBT SERVICE	100,000.00	100,000.00	100.0%
Total Expense	756,405.48	941,185.00	80.4%
Net Ordinary Income	-60,463.34	-241,603.00	25.0%
Other Income/Expense			
Other Income			
38 · OTHER FINANCING SOURCES			
381072 · Proceeds sale of capital asset	0.00	0.00	0.0%

Bigfork Fire District
Profit & Loss Budget vs. Actual
July 2015 through May 2016

	Jul '15 - M...	Budget	% of Budget
Total 38 · OTHER FINANCING SOURCES	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.0%
Net Income	-60,463.34	-241,603.00	25.0%

BIGFORK FIRE DEPARTMENT
Originated by Cindy Norred

JUL 06 2016

Approved By _____ Date 7/5/2016
Chief [Signature]
Trustee [Signature] Date _____

Bigfork Fire District Expenses by Vendor Detail

June 2016

Type	Date	Memo	Amount	Balance
*JStewart				
Check	06/16/2016	3 calls and 2 trainings and 1 B meeting-May 2016	63.30	63.30
Total *JStewart			63.30	63.30
*MShea				
Check	06/01/2016	3- Calls-MAY 2016	48.30	48.30
Total *MShea			48.30	48.30
Albiero Chiropractic PC				
Check	06/01/2016	Office Chair for Cindy's Office	80.00	80.00
Total Albiero Chiropractic PC			80.00	80.00
All Weather Heating & Cooling				
Check	06/01/2016	Station - filter replacement, checked all heaters	85.00	85.00
Total All Weather Heating & Cooling			85.00	85.00
Allegiance				
Check	06/16/2016	One time set up fee for HSA legal documents for pre-tax premium health plan	250.00	250.00
Total Allegiance			250.00	250.00
Automotive Specialists				
Check	06/16/2016	325-AC Repair	90.00	90.00
Total Automotive Specialists			90.00	90.00
Bigfork Auto Parts				
Check	06/16/2016	363 Windshield wiper blades	15.98	15.98
Total Bigfork Auto Parts			15.98	15.98
Bigfork Harvest Foods				
Check	06/16/2016	Trash bags for ambulance-small	10.60	10.60
Check	06/16/2016	Meat Trays for Last Meeting for Membership Expense	56.96	67.56
Total Bigfork Harvest Foods			67.56	67.56
Bigfork Painting				
Check	06/16/2016	Painting of Bigfork Hall-Siding, Trim, Man Doors and one garage door	4,300.00	4,300.00
Total Bigfork Painting			4,300.00	4,300.00
Bigfork Water & Sewer				
Check	06/16/2016	Bigfork hall water and sewer-May 2016	136.75	136.75
Check	06/16/2016	Fire hydrant charges-May 2016	246.00	382.75
Total Bigfork Water & Sewer			382.75	382.75
Blue Cross & Blue Shield of Montana				
Check	06/16/2016	Additional for June-Plan change high deductible	1,382.72	1,382.72
Total Blue Cross & Blue Shield of Montana			1,382.72	1,382.72
Bound Tree Medical, LLC				
Check	06/16/2016	Medical supplies - Gowns, Quick clot, Cpap 10pk	642.90	642.90
Total Bound Tree Medical, LLC			642.90	642.90
Brandon Barthel Sr.				
Check	06/16/2016	3 Calls-May 2016	48.30	48.30
Total Brandon Barthel Sr.			48.30	48.30
Brodie Verworm				
Check	06/16/2016	Reimbursement—Pt lifters for 322/325 & -12.00 Brodie owed department for 2 CPR cards for HS	22.00	22.00
Total Brodie Verworm			22.00	22.00
CenturyLink				
Check	06/01/2016	April 18th 2016—May 18th 2016—June 17th 2016-phone, internet	253.85	253.85
Total CenturyLink			253.85	253.85
Culligan				
Check	06/01/2016	Water charges-6/01/16—06/30/2016	46.25	46.25
Total Culligan			46.25	46.25
Damon Maitland-United Technical Institute				
Check	06/16/2016		750.00	750.00
Total Damon Maitland-United Technical Institute			750.00	750.00
Emergency Medical Products, Inc.				
Check	06/01/2016	Medical supplies - 10Ga &14Ga needles	202.25	202.25
Check	06/16/2016	Medical supplies - Lancets	101.75	304.00
Total Emergency Medical Products, Inc.			304.00	304.00
First Bankcard				
Check	06/16/2016	Montana Fire Training for Jeremy Patton-Fairmont Hotsprings	169.00	169.00
Check	06/16/2016	Ink for upstairs computer	22.98	191.98

2:21 PM

07/05/16

Accrual Basis

Bigfork Fire District Expenses by Vendor Detail

June 2016

Type	Date	Memo	Amount	Balance
Check	06/16/2016	Office ball chair for Tracey Gembal and Josh Cox work area	73.97	265.95
Check	06/16/2016	File of lifes-100	179.95	445.90
Check	06/16/2016	Marina Cay Hotel for Mary Thiry for interview-Balance at stay	182.44	628.34
Check	06/16/2016	325- Remove studded tires and put on summer tires	48.00	676.34
Check	06/16/2016	Seat Covers for 325	134.95	811.29
Check	06/16/2016	Seat covers for 364	46.99	858.28
Check	06/16/2016	Exercise Mat Interlocking Tiles for Weight Bench Area	71.85	930.13
Check	06/16/2016	322-Front End Alignment	70.00	1,000.13
Check	06/16/2016	Fire Training for Josh Cox in Great Falls Montana	230.98	1,231.11
Check	06/16/2016	2-Tires for 322 mount and balance	442.28	1,673.39
Check	06/16/2016	Webbing	63.31	1,736.70
Check	06/16/2016	Updated DTG Maps-12	236.30	1,973.00
Check	06/16/2016	Lodging for Holiday Inn Missoula for Resuscitation Academy for Rod and Brodie	103.65	2,076.65
Check	06/16/2016	2- Silshman Traction Splints	364.99	2,441.64
Total First Bankcard			2,441.64	2,441.64
Flathead City-County Health Department				
Check	06/01/2016	TB test for Peach, Gary, Lisa C, Travis C, Josh C, Joseph B, Cindy N, Jeremy P, Tracey G, Tia B,...	442.00	442.00
Check	06/16/2016	TB test for Cole Williams	26.00	468.00
Total Flathead City-County Health Department			468.00	468.00
Flathead Electric Co-op Inc.				
Check	06/16/2016	Echo lake May 2016	53.00	53.00
Check	06/16/2016	Woodsbay- May 2016	45.00	98.00
Check	06/16/2016	Bigfork-- May 2016	275.00	373.00
Total Flathead Electric Co-op Inc.			373.00	373.00
General Fire Apparatus, Inc.				
Check	06/01/2016	Ladder 24 extens.	750.00	750.00
Total General Fire Apparatus, Inc.			750.00	750.00
J2 Office Products				
Check	06/16/2016	Paper Towels-Case	54.65	54.65
Total J2 Office Products			54.65	54.65
Jeremy Patton				
Check	06/16/2016	Jeremy Patton- reimbursement for Mileage for MT Fire Alliance Conference at Fairmount Hotsprin...	216.00	216.00
Total Jeremy Patton			216.00	216.00
Julie Davidson				
Check	06/16/2016	1 Call-May 2016* Came in, turned in two shirts and handbook 06/14/2016	16.10	16.10
Total Julie Davidson			16.10	16.10
KRMC				
Check	06/16/2016	April 2016 RX supplies	1,072.87	1,072.87
Check	06/16/2016	April 2016- Medical Supplies	562.88	1,635.75
Total KRMC			1,635.75	1,635.75
Lindsey Battle				
Check	06/01/2016	3- Calls & 4 Trainings	63.30	63.30
Total Lindsey Battle			63.30	63.30
Mahugh Fire & Safety				
Check	06/16/2016	1 gal of Citrosqueeze	41.00	41.00
Total Mahugh Fire & Safety			41.00	41.00
Montana Athletic Club				
Check	06/16/2016	Larson (9) , Dustin Smith (15) Rob Tracy (16)-May 2016	80.00	80.00
Total Montana Athletic Club			80.00	80.00
Montana State Fund				
Check	06/16/2016	05/01/2016--05/01/2017---Installment 2- of 10	2,128.29	2,128.29
Total Montana State Fund			2,128.29	2,128.29
Norco Inc.				
Check	06/16/2016	Station supplies- compressed gas cylinders	132.88	132.88
Total Norco Inc.			132.88	132.88
NorthWestern Energy				
Check	06/16/2016	Bigfork-Natural Gas	27.46	27.46
Check	06/16/2016	Woodsbay-Natural Gas	25.23	52.69
Total NorthWestern Energy			52.69	52.69
Occupational Health Services KRH				
Check	06/16/2016	Raul Brown-workstep eval complete & Zack Bickel-drug screen & complete workstep eval & Bran...	1,130.00	1,130.00
Total Occupational Health Services KRH			1,130.00	1,130.00
Park Bottling Co.				

2:21 PM
07/05/16
Accrual Basis

Bigfork Fire District
Expenses by Vendor Detail
June 2016

Type	Date	Memo	Amount	Balance
Check	06/16/2016	May 2016 soda	29.50	29.50
Total Park Bottling Co.			29.50	29.50
Peach Graeff				
Check	06/16/2016	Reimbursement for Doug Smith's Retirement-- supplies-Cups, napkins, plates, coffee, water, cake	272.83	272.83
Total Peach Graeff			272.83	272.83
Pintler Billing Services				
Check	06/16/2016	May 2016-Billing Charges	1,512.26	1,512.26
Total Pintler Billing Services			1,512.26	1,512.26
Republic Services #889				
Check	06/16/2016	Trash pick-up for May 2016-Basic service for June 2016	63.23	63.23
Total Republic Services #889			63.23	63.23
Ron's Alignment				
Check	06/16/2016	325-Alignment -Needs new front shocks to help tire cupping	70.00	70.00
Total Ron's Alignment			70.00	70.00
Sage Payment Solutions				
Check	06/14/2016	3948908340000021-For May 2016	68.33	68.33
Total Sage Payment Solutions			68.33	68.33
Sliters				
Check	06/16/2016	Quick mix for sign board post	83.85	83.85
Check	06/16/2016	Paint & Brush for sign	17.68	101.53
Total Sliters			101.53	101.53
Total Screen Design & Embroidery				
Check	06/01/2016	2- Sweat shirts-Brodie V, Dan M	125.98	125.98
Total Total Screen Design & Embroidery			125.98	125.98
Valley Ford, Inc.				
Check	06/01/2016	322-oil change & fuel filters, air cleaner	295.25	295.25
Total Valley Ford, Inc.			295.25	295.25
Verizon Wireless				
Check	06/01/2016	May 22nd 2016--June 21st 2016--Mifi Charges	120.07	120.07
Total Verizon Wireless			120.07	120.07
Void				
Check	06/16/2016	Void Check Raul Brown Direct Deposit	0.00	0.00
Total Void			0.00	0.00
WEX				
Check	06/16/2016	EMS Fuel May 2016	377.51	377.51
Check	06/16/2016	Fire Fuel May 2016	377.51	755.02
Total WEX			755.02	755.02
Woods Bay Water				
Check	06/16/2016	Woodsbay Hall water/sewer May 2016	48.75	48.75
Total Woods Bay Water			48.75	48.75
TOTAL			21,878.96	21,878.96

BIGFORK FIRE DEPARTMENT

Originated by Cindy Norsted

JUL 06 2016

Approved By
Chief Mary Ching Date 7/5/2016
Trustee ZA Date _____

2:23 PM
07/05/16
Cash Basis

Bigfork Fire District
Balance Sheet
As of June 30, 2016 *Not Reconciled*

	Jun 30, 16
ASSETS	
Current Assets	
Checking/Savings	
101000 · CASH ALL FUNDS	
1010012 · FUND#7254-Apparatus Fund-County	30,097.77
1010001 · GENERAL FUND	
1010011 · General-Glacier Bank - County	449,551.45
Total 1010001 · GENERAL FUND	449,551.45
1020000 · RESTRICTED CASH	
1020003 · Ralph Barton Trust Fund-Flathead	30,875.08
Total 1020000 · RESTRICTED CASH	30,875.08
Total 101000 · CASH ALL FUNDS	510,524.30
Total Checking/Savings	510,524.30
Total Current Assets	510,524.30
TOTAL ASSETS	510,524.30
LIABILITIES & EQUITY	
Equity	
270000 · OPENING BAL	30,000.00
271000 · Retained Earnings	-1,470,641.55
1 · General fund	107,692.33
2 · Fire Dept Contribution Fund	11,938.14
3 · Ralph Barton Trust Fund	33,848.21
9500 · GFAAG ACCOUNT GROUP	
9501 · Restatement	10,198.99
9500 · GFAAG ACCOUNT GROUP - Other	1,879,303.88
Total 9500 · GFAAG ACCOUNT GROUP	1,889,502.87
Net Income	-91,815.70
Total Equity	510,524.30
TOTAL LIABILITIES & EQUITY	510,524.30

BIGFORK FIRE DEPARTMENT

Originated by Lindy Norred

JUL 06 2016

Approved By
Chief [Signature] Date 7/5/2016
Trustee [Signature] Date _____

Bigfork Fire District
Profit & Loss Budget vs. Actual
July 2015 through June 2016 * Not Reconciled *

	<u>Jul '15 - Ju...</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
31 · TAXES/ASSESSMENTS			
310005 · EMS Levy Lake County	2,500.00	2,500.00	100.0%
310001 · Flathead County Taxes	255,828.12	299,412.00	85.4%
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342055 · EMS Billing Income	295,505.23	225,000.00	131.3%
342054 · EMS Class Income	1,400.00	0.00	100.0%
342020 · FIRE PROTECTION			
342021 · Fire District Billing	2,190.00	5,000.00	43.8%
342022 · Contract Services-Wildfires	13,678.31		
Total 342020 · FIRE PROTECTION	15,868.31	5,000.00	317.4%
Total 34 · CHARGES FOR SERVICES	312,923.54	230,000.00	136.1%
36 · MISCELLANEOUS			
365015 · District Donations	5,510.00	3,500.00	157.4%
365010 · Reflective Sign Orders	275.00	0.00	100.0%
365008 · FOBF Donations	0.00	0.00	0.0%
362015 · Refunds	11,421.39	0.00	100.0%
362000 · Tshirt & Hat Sales	1,759.95	0.00	100.0%
362002 · Pop Machine	345.90	0.00	100.0%
362004 · Miscellaneous Income	1,259.68		
362006 · Reimbursements	125.00		
362007 · Other Income -General	0.00	500.00	0.0%
362012 · Savings Interest	0.04	0.00	100.0%
365000 · Membership Donations	6,915.00	6,500.00	106.4%
365001 · Memorial Donations	1,810.00	0.00	100.0%
36 · MISCELLANEOUS - Other	0.00		
Total 36 · MISCELLANEOUS	29,421.96	10,500.00	280.2%
37 · INVESTMENT & ROYALTY EARNINGS			
371009 · Insurance Claim Payment	0.00	0.00	0.0%
371002 · Insurance Dividends	0.00	300.00	0.0%
371003 · Interest Income	3,732.87	4,500.00	83.0%
371007 · Interest Income - Trust	95.37	0.00	100.0%
Total 37 · INVESTMENT & ROYALTY EARNINGS	3,828.24	4,800.00	79.8%
Total Income	718,538.23	699,582.00	102.7%
Expense			
420000 · PUBLIC SAFETY			

Bigfork Fire District
Profit & Loss Budget vs. Actual
July 2015 through June 2016 **Not Reconciled**

	<u>Jul '15 - Ju...</u>	<u>Budget</u>	<u>% of Budget</u>
420700 · EMERGENCY SERVICES			
420710 · ADMINISTRATION			
300-2 · PURCHASED SERVICES			
390-3 · Mutual Aid Ambulance Service	600.00	600.00	100.0%
390-2 · Billing Service Refunds	3,169.58	6,000.00	52.8%
390-1 · Billing Service Fees	23,905.36	18,400.00	129.9%
360-2 · Ambulance Equipment Maintenance	24,848.51	25,000.00	99.4%
Total 300-2 · PURCHASED SERVICES	<u>52,523.45</u>	<u>50,000.00</u>	<u>105.0%</u>
200-2 · SUPPLIES			
220-2 · Medical Supplies	20,028.44	18,000.00	111.3%
231-2 · Fuel for Ambulance	6,465.02	11,000.00	58.8%
226-2 · EMS Personnel Supplies PPE	1,626.00	3,000.00	54.2%
Total 200-2 · SUPPLIES	<u>28,119.46</u>	<u>32,000.00</u>	<u>87.9%</u>
Total 420710 · ADMINISTRATION	<u>80,642.91</u>	<u>82,000.00</u>	<u>98.3%</u>
Total 420700 · EMERGENCY SERVICES	<u>80,642.91</u>	<u>82,000.00</u>	<u>98.3%</u>
420400 · FIRE PROTECTION & CONTROL			
420410 · ADMINISTRATION			
100 · PERSONNEL SERVICES			
110-1 · Salary & Wage Expenses	308,772.93	323,000.00	95.6%
130-4 · Retirement - Employer	4,480.37	12,000.00	37.3%
140-1 · Medical Insurance-Employer	27,352.90	46,200.00	59.2%
140-2 · Unemployment expense	1,321.52	2,000.00	66.1%
140-3 · Workmans Comp-State Fund	25,413.40	25,000.00	101.7%
140-4 · Comp FICA-MED & SS	23,630.82	23,000.00	102.7%
Total 100 · PERSONNEL SERVICES	<u>390,971.94</u>	<u>431,200.00</u>	<u>90.7%</u>
200-1 · SUPPLIES			
224-1 · Rehabilitation Expense	491.15	750.00	65.5%
220-1 · Operating Station Supplies	6,098.05	8,000.00	76.2%
210-1 · Office Expenses	10,783.45	13,000.00	82.9%
216-1 · Donations/Gifts	0.00	100.00	0.0%
223-1 · Membership Expenses	8,326.31	6,500.00	128.1%
226-1 · FIRE Personnel Supplies PPE	4,066.14	10,500.00	38.7%
231-1 · Fuel for Apparatus	6,725.73	8,500.00	79.1%
Total 200-1 · SUPPLIES	<u>36,490.83</u>	<u>47,350.00</u>	<u>77.1%</u>
300-1 · PURCHASED SERVICES			
340-2 · Propane	1,549.39	3,500.00	44.3%
331-1 · Real Estate/Landfill Taxes	264.01	100.00	264.0%
360-1 · Fire Equipment Maintenance	19,242.90	25,000.00	77.0%
310-1 · Radio Services	3,798.15	6,000.00	63.3%
335-1 · Merchant Bank Fees	977.59	1,500.00	65.2%
340-1 · Utilities	12,725.63	13,000.00	97.9%
345-1 · Telephone & DSL	4,567.52	6,000.00	76.1%
351-1 · Health & Wellness	5,639.12	9,000.00	62.7%
352-1 · Legal Services	0.00	0.00	0.0%
353-1 · Accounting & Auditing	1,170.00	10,000.00	11.7%
357-1 · Background Checks	969.17	1,000.00	96.9%

Bigfork Fire District

Profit & Loss Budget vs. Actual

July 2015 through June 2016 *Not Reconciled*

	<u>Jul '15 - Ju...</u>	<u>Budget</u>	<u>% of Budget</u>
Total 300-1 · PURCHASED SERVICES	50,903.48	75,100.00	67.8%
500 · FIXED CHARGES			
513-1 · General Liability Insurance	22,266.00	19,535.00	114.0%
Total 500 · FIXED CHARGES	22,266.00	19,535.00	114.0%
700 · GRANTS, CONTRIBUTIONS & OTHER			
730 - Ralph Barton Scholar	750.00		
Total 700 · GRANTS, CONTRIBUTIONS & OTHER	750.00		
900-1 · CAPITAL OUTLAY			
940-3 · CIP-Apparatus Fund #7254	30,000.00	30,000.00	100.0%
940-2 · New Ambulance	154.00	0.00	100.0%
920-2 · Building Improvements	72,594.80	87,500.00	83.0%
940-1 · Machinery & Equipment	0.00	42,500.00	0.0%
Total 900-1 · CAPITAL OUTLAY	102,748.80	160,000.00	64.2%
Total 420410 · ADMINISTRATION	604,131.05	733,185.00	82.4%
Total 420400 · FIRE PROTECTION & CONTROL	604,131.05	733,185.00	82.4%
420430 · PERSONNEL TRAINING			
380-1 · Training	6,243.44	7,000.00	89.2%
Total 420430 · PERSONNEL TRAINING	6,243.44	7,000.00	89.2%
420440 · FIRE PREVENTION			
210-5 · Fire Prevention Supplies	1,945.19	3,500.00	55.6%
110-2 · Salary & Wages	0.00		
Total 420440 · FIRE PREVENTION	1,945.19	3,500.00	55.6%
420460 · FIRE SUPPRESSION			
100-1 · Volunteer Stipend			
105-1 · Pay Per Call/On Call Stipend	16,877.45	15,000.00	112.5%
Total 100-1 · Volunteer Stipend	16,877.45	15,000.00	112.5%
205-1 · Recruiting	513.89	500.00	102.8%
Total 420460 · FIRE SUPPRESSION	17,391.34	15,500.00	112.2%
Total 420000 · PUBLIC SAFETY	710,353.93	841,185.00	84.4%
420490 · DEBT SERVICE			
600 · DEBT SERVICE			
620-2 · Interest of LTD-342 Loan	3,018.85	3,212.61	94.0%
610-2 · Principal of LTD-342 Loan	96,981.15	96,787.39	100.2%
Total 600 · DEBT SERVICE	100,000.00	100,000.00	100.0%
Total 420490 · DEBT SERVICE	100,000.00	100,000.00	100.0%
Total Expense	810,353.93	941,185.00	86.1%
Net Ordinary Income	-91,815.70	-241,603.00	38.0%
Other Income/Expense			

2:19 PM
07/05/16
Cash Basis

Bigfork Fire District
Profit & Loss Budget vs. Actual
July 2015 through June 2016 * Not Reconciled *

	<u>Jul '15 - Ju...</u>	<u>Budget</u>	<u>% of Budget</u>
Other Income			
38 · OTHER FINANCING SOURCES			
381072 · Proceeds sale of capital asset	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total 38 · OTHER FINANCING SOURCES	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Income	<u><u>-91,815.70</u></u>	<u><u>-241,603.00</u></u>	<u><u>38.0%</u></u>

BIGFORK FIRE DEPARTMENT

Originated by Cindy Norred

JUL 06 2016

Approved By
Chief Matt [Signature] Date 7/5/2016
Trustee [Signature] Date _____

Membership Clothing

Bigfork Fire Department

Admin: 128.30

Adopted: 06.20.12

PURPOSE

Bigfork Fire Department will expect all of its members to look professionally when working with the public in the community, at the station or responding to emergencies.

CLOTHING GUIDELINES

New members

All new members when they join the department will receive two (2) duty shirts and one (1) ball cap. They will be allowed to purchase extra shirts at their expense and for the cost of the shirt.

Fire Division

New members working in the Fire Division will be issued turnouts, boots, helmet, gloves, and nomex hood. Wild-land PPE will be issued by the department with the exception of wild-land boots. The member may purchase wild-land boots out of pocket and be reimbursed up to one hundred and twenty dollars (\$120.00). If the member leaves the Department before their one year probationary period ends, the member will be required to refund the one hundred and twenty dollars (\$120.00) reimbursement.

EMS Division

New members working in the EMS Division will be issued one pair of EMS pants upon completion of their orientation period. EMS personnel that have been with the department a minimum of one year, been active by taking on call shifts, attend training and in good standings in the department will be allowed one pair of EMS pants per year at the expense of the department. The Chief will have discretion to make allowance for any unforeseen circumstances. The maximum allowance for EMS pants will be seventy dollars (\$70.00). The pants must be ordered by the department and not by the member and must only be worn while on duty. EMS personnel that have been with the department a minimum of two years, been active by taking on call shifts, attend training and in good standing in the department will be allowed up to one hundred and twenty dollars (\$120.00) for EMS boots. This will be only available per individual every three years. The boots must be ordered by the department and not by the member and must only be worn while on duty.

Office Staff

Office staff will be allowed up to seventy-five dollars (\$75.00) per year for clothing allowance. The clothing must be Bigfork Fire identified attire and only worn on duty.

Approved By: Wayne Loeffler
Bigfork Fire - Chief

BIGFORK FIRE DEPARTMENT

Originated by J. Patton
2nd Reading
JUL 06 2016

06/20/2012
Date

Approved By
Chief [Signature] Date 7/5/2016
Trustee [Signature] Date _____

PURPOSE

The purpose of this guideline is to establish procedures for the day-to-day functions of the fire department, the appropriate time allotment for each function and aid personnel in understanding what task is to be performed and in what time frame.

SCOPE

This guideline applies to all paid personnel on shift for medical transport staying in house for their shift.

GUIDELINE

All personnel should use this outline to accomplish daily tasks so that the facility is kept in good order and is presentable at all times, so that health and safety considerations are adhered to and that all personnel and equipment are constantly kept at the highest state of response readiness.

All shifts are Monday through Sunday and can be 12 or 24 hour shifts.

Each schedule below is a guideline for personnel and is flexible based on the needs of the department and call volume.

24 Hour Shift

0600-0700	-	Shift Change, Plan for the Day, Breakfast
0700-0800	-	Rig Checks
0800-0900	-	Finish Outstanding Trip Reports
0900-1200	-	Training or Duties as Assigned
1200-1300	-	Lunch
1300-1500	-	Station Cleaning and Maintenance
1500-1700	-	Duties as Assigned
1700-1800	-	Dinner
1800-2100	-	Duties as Assigned
2100-0530	-	Sleep Time
0530-0600	-	Prepare for Shift Change

12 Hour Shift - Daytime

0600-0700	-	Shift Change, Plan for the Day, Breakfast
0700-0800	-	Rig Checks

Daily Station Duties

Bigfork Fire Department

Admin: 125.25

Adopted: 08.12.10 Revised: 03.08.11

0800-0900 - Finish Outstanding Trip Reports
0900-1200 - Training or Duties as Assigned
1200-1300 - Lunch
1300-1630 - Station Cleaning/Maintenance
1630-1730 - Personal Time
1730-1800 - Prepare for Shift Change

12 Hour Shift – Night-time

1800-1900 - Shift Change, Plan for the Day, Dinner
1900-2000 - Rig Checks
2000-2100 - Finish Outstanding Trip Reports
2200-0000 - Duties as Assigned
0000-0100 - Break
0100-0530 - Station Cleaning/Maintenance
0430-0530 - Personal Time
0530-0600 - Prepare for Shift Change

Shift turnover should include any maintenance issues, personnel trades/issues, passing of permanent memos or other information that may be needed by the oncoming crew.

Station cleaning, maintenance and duties as assigned will be on listed out as weekly, monthly and quarterly. They will be posted and stored outside the office near the fax machine on the bulletin board.

If all duties are completed ahead of schedule, that person shall have extra Personal Time.

BIGFORK FIRE DEPARTMENT

Originated by J. Patton

JUL 06 2016

Approved By
Chief Mary Ann Date 7/5/2016
Trustee ZA Date _____

BIGFORK FIRE DEPARTMENT

Originated by J. Patton

JUN 01 2016

Approved By
Chief JP Date 5/31/16
Trustee ZA Date 6/16/16

Approved By: Wayne Loeffler
Bigfork Fire - Chief

03/08/2011
Date

District Financial Procedures

Bigfork Fire Department

Admin: 123.00

Adopted: 04.01.08 Revised: 07.21.10 Revised: 06.26.14

Revised 02.23.16 Revised: 04.27.16

PURPOSE

To assure propriety, accountability, and security regarding Bigfork Fire District financial matters and procedures, and to define and assign roles and responsibility.

The finances of the Bigfork Fire District are entrusted to the District Board of Trustees for wise expenditure and prudent use towards the purposes and objectives of Bigfork Fire District. The following procedures are hereby adopted to carry out this policy:

1. Each district check shall have two authorization signatures; one by a Bigfork Fire District trustee and one by the Bigfork Trustee Chairman (or another designated trustee member in his/her absence).
2. The Chief or Assistant chief must approve all received bills and invoices by signing them as being "approved for payment". Generally an "Approved for Payment" stamp with a legible authorization signature shall be used. Supplies and items received shall be checked for contents matching the packing slip or invoice listing and verified by the receiving person's signature on the packing slip or invoice.
3. The Chief and his/her staff shall be responsible for carrying out and implementing an approved budget within the following guidelines and limitations imposed by the board of trustees:
 - a) Expenditures up to \$5,000 to implement an approved budget line item are hereby authorized and may be paid upon receipt subject to authorization as specified above. Purchase locally when possible at the best price for the Fire District.
 - b) All purchases must be authorized by a Purchase Order (see Appendix A).
 - c) Any expenditure over \$1,000 must have specific pre approval by the board of trustees at a board meeting.
 - d) At least two competitive written bids must be solicited and obtained for any purchased item or contracted work of over \$1,000 value unless otherwise authorized by the board.
 - e) Private donations under \$1001.00 to Bigfork Fire Dept shall be made available for purposes as best determined by the general membership and shall be accounted for separately from tax revenue and other district funds. Private donations over \$1001.00 shall be used for general operations budgets unless earmarked by the donor for a specific purpose.
 - f) Yearly budgets shall be developed as specified by the county budgetary procedures and requirements and shall be approved at a

District Financial Procedures

Admin: 123.00

Bigfork Fire Department

Adopted: 04.01.08 Revised: 07.21.10 Revised: 06.26.14

Revised 02.23.16 Revised: 04.27.16

regular open Board of Trustee meeting.

4. District property having a valuation of over \$5000.00 or more shall be added to the listing of Fire District Capital Inventory.
5. District property having a valuation less than \$5,000.00, but greater than \$1,000.00 shall be added to the listing of Miscellaneous Tools and Equipment Inventory.
6. Bigfork Fire District will use a purchase order system. The Fire Chief or his/her designee will be responsible for issuing POs. Purchases over fifty dollars (\$50.00) must be completed on a purchase order form. This form must accompany all receipts for payment. PO numbers will be issued in a numerical sequence provided on the form. A PO form can be obtained from the Fire Chief, Assistant Fire Chief, or Office Manager.
7. Station supply requisition forms must be completed and turned into the district office. The Fire Chief or his/her designee will approve and order supplies.
8. Department members will be reimbursed for travel expenses while traveling outside the district and engaged in fire/ems training. Members will be reimbursed according to GSA rate. All training expenses must be reported on the established training expense form (Appendix – C) and approved by the Training Officer or Fire Chief. In the event that the member does not attend or complete training, he/she will reimburse Bigfork Fire District for tuition and costs paid.

BIGFORK FIRE DEPARTMENT

Originated by J. Patton / C. Morrell
Second reading
JUL 06 2016

Approved By
Chief W. Loeffler Date 7/5/2016
Trustee [Signature] Date _____

Approved By: Wayne Loeffler
Bigfork Fire - Chief

04/01/08
Date

FLATHEAD COUNTY BUDGET ESTIMATES FY 2017

FUND NAME: BIGFORK FIRE

FUND NUMBER: 7205

	Prior Year Budget FY16	Dept Request	Final Budget FY17
NON-TAX REVENUE			
Billing Income	\$ 230,000	\$ 270,000	
Donations	3,500	10,000	
EMS-Flathead County	27,000	27,000	
EMS-Lake County	2,500	2,500	
Entitlement-Flathead County	28,751	28,751	
Entitlement-Lake County	6,473	6,473	
Insurance Dividends	300	-	
Interest Revenue	4,500	3,500	
Membership Donations	6,500	-	
Other Income	500	-	
State Insurance Refund	300	300	
Total Non-Tax Revenue	\$ 310,324	\$ 348,524	\$ -
TAX REVENUE			
Mill Levy			
Flathead Co Tax/Assessment Revenue =	\$ 299,412	\$ 299,412	
Flathead Co 2016 Taxable Value =			
Lake Co Tax/Assessment Revenue =	\$ 89,846	\$ 89,846	
Lake Co 2016 Taxable Value =			
Total Tax Revenue	\$ 389,258	\$ 389,258	\$ -
TOTAL REVENUE	\$ 699,582	\$ 737,782	\$ -
OTHER RESOURCES			
Cash available @ June 30th	\$ 545,535	\$ 530,000	
Lake Co Cash Available @ June 30th	7,740		
Less outstanding warrants @ June 30th	6,122		
Total Other Resources	\$ 547,153	\$ 530,000	\$ -
TOTAL RESOURCES	\$ 1,246,735	\$ 1,267,782	\$ -

BIGFORK FIRE DEPARTMENT

Originated by C. Nomed

JUL 06 2016

Approved By
 Chief Mandy [Signature] Date 7/5/2016
 Trustee [Signature] Date _____

FLATHEAD COUNTY BUDGET ESTIMATES FY 2017

FUND NAME: BIGFORK FIRE

FUND NUMBER: 7205

	Prior Year Budget FY16	Dept Request	Final Budget FY17
MAINTENANCE & OPERATION EXPENDITURES			
342 Loan Pay	\$ 100,000	\$ 100,000	
Accounting & Auditing	10,000	22,000	
Ambulance Equipment Maint	25,000	25,000	
Background Checks	1,000	1,000	
Billing Service Fess (8% of collections to billing co)	18,400	23,000	
Billing Service Refunds	6,000	5,000	
Compensated Absences-Included in Salary & Wages	20,000	-	
Donations/Gifts	100	100	
EMS Personnel Supplies PPE	3,000	4,000	
FICA	23,000	27,000	
Fire Equipment Maint	25,000	32,000	*Add \$7000.00
FIRE Personnel Supplies PPE	10,500	10,000	
Food-District Rehabilitation Expenses	750	1,000	
Fuel for Ambulance	11,000	-	
Fuel for Apparatus	8,500	19,000	
General Liability Insurance	19,535	22,500	
Health & Wellness	9,000	6,000	
Medical Insurance	46,200	60,000	*Changed per approved plan
Medical Supplies	18,000	18,000	
Membership Fund Espenses	6,500	5,000	
Merchant Bank Fees	1,500	1,500	
MT Mutual Aid	600	600	
Office Expenses	13,000	18,000	
Operation Station Supplies	8,000	8,000	
Misc.Tools & Equipment	-	6,000	Added Vest-\$3500
Prevention	3,500	3,500	
Propane	3,500	3,500	
Radio Services	6,000	6,000	
Real Estate/Landfill Taxes	100	300	
Recruiting	500	1,500	
Retirement	12,000	14,200	
Salary & Wages	303,000	351,800	
Telephone & DSL	6,000	6,000	
Training	7,000	7,000	
Unemployment Expense	2,000	2,000	
Utilities	13,000	13,000	
Volunteer Stipend	15,000	10,000	
Workmans Comp	25,000	42,000	Audit added
Total Maintenance & Operation Expenditures	\$ 781,185	\$ 875,500	\$ -
CAPITAL OUTLAY			
Department Equipment	\$ 130,000	\$ 12,000	
Building Improvements		\$ 33,000	
Total Capital Outlay	\$ 130,000	\$ 45,000	
TRANSFER TO CAPITAL IMPROVEMENT FUND			
Transfer to CIP Fund 7254-Apparatus	\$ 30,000	\$ 50,000	
Total Transfers	\$ 30,000	\$ 50,000	
TOTAL EXPENDITURES	\$ 941,185	\$ 970,500	\$ -
CASH RESERVE (Flathead Co & Lake County)	\$ 305,550	\$ 297,282	\$ -

AUTHORIZED SIGNATURE:

BIGFORK FIRE DEPARTMENT

Originated by C. Norreed

JUL 06 2016

Approved By

Chief Mahy Date 7/5/2016
Trustee [Signature] Date _____

FLATHEAD COUNTY BUDGET ESTIMATES FY 2017

FUND NAME: BIGFORK FIRE DISTRICT - CIP

FUND NUMBER: 7254

	Prior Year Budget FY16	Dept Request	Final Budget FY17
NON-TAX REVENUE			
Interest Revenue		\$ 120	
Transfer in from 7255	30,000	50,000	
Total Non-Tax Revenue	\$ 30,000	\$ 50,120	
TOTAL REVENUE	\$ 30,000	\$ 50,120	
OTHER RESOURCES			
Cash available @ June 30th		\$ 30,091	
Total Other Resources	\$ -	\$ 30,091	
TOTAL RESOURCES	\$ 30,000	\$ 80,211	\$ -
CAPITAL OUTLAY			
Total Capital Outlay	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ -	\$ -
CASH RESERVE (projected ending cash balance)	\$ 30,000	\$ 80,211	\$ -

Board's plan for this fund is: Apparatus

AUTHORIZED SIGNATURE: _____

BIGFORK FIRE DEPARTMENT

Originated by C Norred

JUL 06 2016

Approved By
 Chief M. J. [Signature] Date 7/5/2016
 Trustee [Signature] Date _____

[illegible]

Originated by C Norred

Approved By _____ Date 7/5/2016
 Chief Tracy H. [Signature] Date _____
 Trustee [Signature] Date _____

SOG Definition and Adoption Statement

Standard Operational Guidelines (SOG's) are a set of organizational guidelines that are adopted by Bigfork Fire Department to help establish predictable operational actions on the emergency scene for the purpose of increasing the safety and effectiveness of our personnel. Particularly during large, complex and unusual situations; SOG's help reduce scene confusion, increase consistency and establish predictable courses of action on the emergency scene. SOG's allow our organization to develop basic "game plans" before the emergency occurs – key elements to Emergency Responder Safety and Incident Success. They cannot, nor should they be expected to cover or address every situation. Departure from our SOG's may occur in the process of emergency scene operations. However, such departures should be infrequent and only occur based on factors such as experience and sound principles. □ □ SOG's that are specific to subject or area take priority over those areas covered in a general SOG.

The SOG's for Bigfork Fire are developed to outline and describe our organizational approach to the major categories of Emergency Scene Operations.

Bigfork Fire has adopted the SOG's contained within our Handbook in order to effectively meet the stated goals of our Mission and Vision Statements, within the parameters of our Risk Statement.

SOG's are adopted and in effect commencing on the date of issuance. They may be changed or amended, in which case all Fire Department members shall be issued a revised dated copy.

The Fire Chief may enact, veto, or amend any SOG she/he feels is in the best interest of the District. The change will be posted at the Bigfork Station and is effective immediately upon posting.

Enacting SOG's

1. Any member of the District may propose a new SOG. The member should type the proposed SOG in the same format as used in this SOG Manual. The member should then submit the proposed SOG to the Chief or Assist. Chief.
2. The Chief will review the proposed SOG and present it to the Officers for additional comments. If the Chief accepts the proposed SOG, after consideration of the Officers' input, the proposed SOG will be finalized and posted for general membership review for a period of 10 calendar days.
3. Versions of an SOG under review, but not approved, should be clearly marked "DRAFT."
4. The comments of the membership will then be reviewed and the proposed SOG revised as deemed appropriate by the Chief. The Fire Chief may, in his or her discretion, approve the proposed SOG. If approved, the SOG will be posted and placed in the SOG Manual.

SOG Definition & Adoption Statement

SOG: 300.00

Bigfork Fire Department

Adopted: 04.01.08 Revised 7.21.10

Changing SOG's

An Officer, operating within the chain of command, as defined in the Personnel Handbook, may propose a change to an approved SOG to the Fire Chief, who will obtain input from the other Officers before approving or denying the proposed change. A proposed change to an SOG may be approved at any time.

1. Members may suggest changes to an SOG by "redlining" a copy of the SOG and submitting it to the Fire Chief or Assist. Chief.
2. After discussion, and possible modification, the changed SOG will be distributed to the Officers for comment.
3. If the Chief agree with the proposed changes, after consideration of the Officers' input, the revised SOG will be posted at Bigfork for a period of 10 calendar days.
4. The comments of the membership will then be reviewed and the proposed SOG revised as deemed appropriate by the Chief. The Fire Chief may, but is not required to, approve a proposed change to an SOG. If approved the changed SOG will be posted and placed in the SOG Manual.

Master Copy of SOG Manual

The master copy of this SOG Manual shall be maintained by the Office Manager. If any discrepancy arises between different copies of the SOG Manual, the master copy maintained by the Office Manager shall control. Hard copies of the SOG Manual will be maintained in office of the Fire Chief. Electronic copies of the SOG Manual may be placed on the District's web site in the Member's area.

BIGFORK FIRE DEPARTMENT

Originated by 7

JUL 06 2016

Approved By

Chief [Signature]
Trustee [Signature]

Date 7/5/2016

Date 7/5/2016

Approved By: Wayne Loeffler
Bigfork Fire – Chief

07/21/2010
Date

An employee who is exempt from the FLSA and who receives approval to work on the holiday will receive paid time off equivalent to the number of hours worked.

Retirement Benefits

All employees are eligible to enroll in the **Governmental Eligible 457 Plan**. Please check with the Bigfork Fire Department Office Administrator for matching contribution rates and maximum contribution dollar amounts.

Health Insurance Benefits

Any full-time or part-time employee that works 30 32 hours per week or more on a consistent basis is eligible to enroll in Bigfork Fire Department's Health Insurance Plan per ACA requirements. Please see the Bigfork Fire Department Office Administrator for eligibility.

EFFECTIVE: June 1, 2016

APPROVAL _____

DATE: March 16, 2006

LAST REVISED: May 4, 2016

Zach Anderson Chairman – Bigfork Fire District Trustees

BIGFORK FIRE DEPARTMENT

Originated by J. Patton

JUL 06 2016

Approved By
Chief [Signature] Date 7/3/2016
Trustee [Signature] Date _____